

**NOTICE OF INTENT TO ADOPT A PROPOSED AMENDMENT TO THE
GEORGIA STATE BOARD OF OCCUPATIONAL THERAPY RULE 671-3-.08,
RENEWAL OF LICENSE/PENALTIES/CONTINUING EDUCATION
REQUIREMENTS AND NOTICE OF PUBLIC HEARING**

TO ALL INTERESTED PARTIES:

Notice is hereby given that pursuant to the authority set forth below, the Georgia State Board of Occupational Therapy (herein after "Board") proposes an amendment to the Board Rules, Rule 671-3-.08, Renewal of License/Penalties/Continuing Education Requirements (herein after "proposed rule amendment"). The proposed rule amendment includes the addition of language in 671-3-.08(3) regarding the continuing education hours requirement.

This notice, together with an exact copy of the proposed rule amendment and a synopsis of the proposed rule amendment, is being mailed to all persons who have requested, in writing, that they be placed on a mailing list. A copy of this notice, an exact copy of the proposed rule amendment, and a synopsis of the proposed rule amendment may be reviewed during normal business hours of 8:00 A.M. to 5:00 P.M., Monday through Friday, except official State holidays, at the Office of the Secretary of State, Professional Licensing Boards Division, 237 Coliseum Drive, Macon, Georgia 31217. Copies may also be requested by contacting the Board office at (478) 207-2440.

A public hearing is scheduled to begin at 10:35 a.m. on January 23, 2009 at the Office of Secretary of State, Professional Licensing Boards Division, 237 Coliseum Drive in Macon, Georgia 31217 to provide the public an opportunity to comment upon and provide input into the proposed rule amendment.

At the public hearing anyone may present data, make a statement, comment or offer a viewpoint or argument whether orally or in writing. Lengthy statements or statements of a considerable technical or economic nature, as well as previously recorded messages, must be submitted for official record. Oral statements should be concise and will be limited to five (5) minutes. Written comments are welcome. Such written comments must be legible and signed, should contain contact information from the maker (address, telephone number and/or facsimile number, etc.) and be actually received in the office prior to the close of business (5:00 P.M.) on January 16, 2009. Written comments should be addressed to Randall D. Vaughn, Division Director, Secretary of State, Professional Licensing Boards Division, Georgia State Board of Occupational Therapy, 237 Coliseum Drive, Macon, Georgia 31217. Telephone (478) 207-2440 or fax (866) 888-7127.

The Board will consider the proposed rule amendment for adoption at its meeting scheduled to begin at 10:45 a.m. on January 23, 2009 at the Secretary of State's Professional Licensing Boards Division, 237 Coliseum Drive in Macon, Georgia 31217. According to the Department of Law, State of Georgia, the Board has the authority to adopt a proposed rule amendment to Rule 671-3-.08 pursuant to authority contained in O.C.G.A. §§ 43-28-7 and 43-28-14.

At its meeting on September 19, 2008 the Board voted that the formulation and adoption of this rule does not impose excessive regulatory cost on any licensee and any cost to comply with the proposed rule cannot be reduced by a less expensive alternative that fully accomplishes the objectives of O.G.C.A. §§ 43-28-7 and 43-28-14.

Additionally, at the meeting, the Board voted that it is not legal or feasible to meet the objectives of O.C.G.A. §§43-28-7 and 43-28-14 to adopt or implement differing actions for businesses as listed in O.C.G.A. § 50-13-4(3)(a),(b), (c) and (d) and that the formulation and adoption of these rules will impact every licensee in the same manner and each licensee is independently licensed, owned and operated in the field of occupational therapy.

For further information, contact the Board office at (478) 207-2440.

This notice is given in compliance with O.C.G.A. § 50-13-4.

This 4th day of November, 2008.

Randall D. Vaughn
Division Director
Professional Licensing Boards Division

Posted: November 4, 2008

**SYNOPSIS OF PROPOSED AMENDMENT TO THE
GEORGIA STATE BOARD OF OCCUPATIONAL THERAPY RULES
RULE 671-3-.08 RENEWAL OF LICENSE/PENALTIES/CONTINUING
EDUCATION REQUIREMENTS.**

PURPOSE: The purpose of the proposed rule amendment is to clarify the exact deadline for completion of the continuing education hours required for renewal.

MAIN FEATURES: The main feature of the proposed rule amendment is the emphasis that the required number of continuing education hours must be completed before the license expiration date and the modification of the current language for clarification.

**DIFFERENCES BETWEEN THE EXISTING RULE AND THE PROPOSED
AMENDMENT TO THE GEORGIA STATE BOARD OF OCCUPATIONAL
THERAPY RULES, RULE 671-3-.08 RENEWAL
LICENSE/PENALTIES/CONTINUING EDUCATION REQUIREMENTS.**

NOTE: Underlined text is proposed to be added; lined through text is proposed to be deleted.

Rule 671-3-.08 Renewal of License/Penalties/Continuing Education Requirements is hereby revised as follows:

**671-3-.08 Renewal of License/Penalties/Continuing Education
Requirements. Amended.**

- (1) A license issued by the Board shall expire on March 31st of even numbered years. The license may be renewed upon submission of the renewal application and payment of the required fee, provided all requirements have been met. Refer to fee schedule.
- (2) A license that is not renewed on or before March 31st of the renewal year shall be deemed lapsed. An application for restoration shall be required as provided for in Rule 671-3-.09 in order to seek to obtain a license to practice in this State. Practicing with an expired license is prohibited by law and practice during this period may result in disciplinary action for unlicensed practice.
- (3) ~~A minimum of 24 contact clock hours of continuing education related to occupational therapy practice is required for renewal e~~Except as otherwise provided, in this chapter each licensee is required to complete a minimum of twenty-four (24) continuing education hours prior to the expiration date of the license. At least sixteen hours must be related to direct "hands on" patient care (dpc). Up to 8 hours may be in related areas such as administration, supervision, education, documentation, quality assurance, ethics, research methods, professional presentations, and providing Level II fieldwork supervision.
 - (a) Continuing Education (CE) hours obtained from January 1st until March 31st of an even numbered year will be counted toward the following biennium renewal period rather than the current biennium renewal period if the licensee has obtained all hours required for renewal by December 31st of the prior odd numbered year.
 - (b) Direct patient care continuing education includes attendance at live presentations

such as workshops, seminars, conferences or formal academic course work. Up to four (4) hours can be obtained by means of in-service educational programs, electronic or web based courses, formal self study courses or computer learning activities. See Rule 671-3-08 (7) for documentation requirements.

(c) General continuing education includes up to four (4) hours for each of the following activities including independent study, mentorship, Level II fieldwork supervision, published professional writing, instructional presentations, research, grants, professional meetings and related activities and up to four (4) hours can be by means of in-service educational programs, electronic or web based courses, formal self study courses, satellite broadcasts or computer learning activities.

(d) Of the twenty-four (24) hours, no more than eight (8) continuing education hours may be in self study and no more than four (4) hours in the area of general continuing education.

(e) Each licensee must complete a minimum of two (2) hours of continuing education in the ethics of occupational therapy practice.

(f) Definitions:

1. ~~Contact~~ **Continuing Education** Hour: For purposes of these rules, a ~~contact~~ **continuing education** hour is defined as actual time spent in instruction or organized learning experience excluding meals, breaks, welcome/introductions, and business meetings.

2. Direct Hands On: For purposes of these rules direct “hands on” patient care includes occupational therapy assessment, treatment planning, occupational therapy implementation and diagnostic related information.

(4) An individual who is applying for licensure in Georgia for the first time (never having held a Georgia OT or OTA license) and who is licensed during the second year of the biennium renewal period is not required to meet continuing education requirements for that initial renewal period only.

(5) Prior approval of continuing education courses is not required. Each licensee randomly selected for a CE audit must submit to the Board supporting documentation as specified in this rule.

(6) Acceptable professional continuing education activities shall include activities relevant to occupational therapy practice that can be deemed to update or enhance knowledge and skills required for competent performance beyond general entry level occupational therapy and that include a verifiable way to document time spent in the learning activity.

(7) Documentation of continuing education which the Board deems as acceptable proof of completion include the following:

(a) For continuing education courses that include attendance and participation at a presentation such as a workshop, seminar, conference or in-service educational program:

1. A certificate of completion or similar documentation signed by program official and a program description including sponsor, course title, date, program objective/learning outcomes, content description, agenda or schedule.

2. A shortened description may be accepted for programs specifically exempted by the Board such as AOTA and GOTA Conferences; and

(b) Formal self study, viewing of videotapes in a professional setting, satellite broadcasts, or computer learning activities that must include:

1. Verified instructional time by the course sponsor; a certificate of completion or similar documentation signed by program official; and
 2. A program description including sponsor, course title, date, program objective/learning outcomes, content description.
- (c) For general education under 671-3-.08(3)(b) documentation must include:
1. How activity relates to occupational therapy;
 2. Date and clock hours;
 3. Other information as may be requested.
- (d) For Level II Fieldwork Supervision involving serving as the primary clinical fieldwork educator for Level II occupational therapy or occupational therapy assistant fieldwork students:
1. Verification provided by the school to the fieldwork educator with the name of the student, school and dates of fieldwork or the signature page of the completed student evaluation form with evaluation scores and comments blocked out and;
 2. A description of the fieldwork including name and type of facility, name of the fieldwork educator and times spent in direct supervision of the student.
- (e) For professional presentations to include first time or significantly revised presentation or an academic class session, workshop, seminar, in-service or professional meeting program session:
1. Verification of presentation or formal thank you note signed by the sponsor or program official and;
 2. Presentation description including location, title, date, hours of presentation, general content description, and type of audience.
- (f) Continuing education listings should be documented on the appropriate board form, available on the website.
- (8) Procedure for verifying to the Board that the continuing education requirements for licensure renewal have been met:
- (a) Respond appropriately to renewal questionnaire.
 - (b) Retain documentation in personal files and submit to the Board if selected for audit.
 - (c) Documentation as specified in 671-3-.08(7) must be maintained by the licensee for no less than three (3) years from the beginning date of the licensure period.

Authority O.C.G.A §§ 43-28-7 and 43-28-14